

**STATE OF VERMONT
ENHANCED 9-1-1 BOARD
General Meeting #2
8 April 2020**

Location: Meeting held via conference call due to COVID-19 pandemic.

10:01 AM – Call to Order

Chair Marcoux brought the meeting to order. The following were in attendance via conference bridge:

Board Members Present

Sheriff Roger Marcoux, Chair
Chief Steven Locke
Captain Lance Burnham
Chief Rick Garey
Jerome Pettinga
Kelly Kennedy

Staff Members Present

Barbara Neal, Executive Director
Soni Johnson, Board Clerk

Others Present

Stephen Whitaker
Cecile Betit
Jonathan Gibson
Jessica Osji

Approval of Minutes

- General Meeting #1 – 1/17/20 – Motion: Chief Locke made a motion to accept the minutes as written; 2nd by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.
- Special Meeting #1 – 3/9/20 – Motion: Jerome Pettinga made a motion to accept the minutes as written; 2nd by Kelly Kennedy. There was no discussion and the motion passed unanimously by voice vote.

Board Officers/Vice-Chair Discussion & Possible Vote

Chair Marcoux advised members that the Governor's Office has not yet appointed a vice-chair; both Capt. Burnham & Chief Locke have been recommended. By-laws allow for the Board to vote for a member to hold that position until the Governor's Office is able to fill that appointment.

- *Motion: A motion was made to nominate Chief Steven Locke as Board Vice-Chair. Moved by Jerome Pettinga; 2nd by Kelly Kennedy. There was no discussion and the motion passed unanimously by voice vote.*

Amendment to PSAP Operations Manual

Chair Marcoux provided a brief overview of the reason for the amendment, detailing the need for continuity of operations planning during the COVID-19 pandemic. Executive Director Neal then read the requested amendment to the Board. The PSAP Operations Manual amendment was provided to members in advance of the meeting and a copy is available from the Board office on request.

- *Motion: A motion was made to accept the PSAP Operations Manual amendment as written and presented to the Board. Moved by Chief Locke; 2nd by Captain Burnham. There was no discussion and the motion passed unanimously by voice vote.*

INdigital Implementation Status

Executive Director Neal advised members that as a result of the Governor's State of Emergency and all of the factors in the evolving COVID-19 situation, including the restricted access policies currently in place at all VT PSAPs, it has become necessary to consider a delay in the implementation of the INdigital system. The new system was scheduled to be implemented in July 2020. The current 911 system contract does allow for an extension.

- *Motion: A motion was made to extend the contract for the current 911 system provider and delay implementation of the new 911 system until 10/27/20. Moved by Jerome Pettinga; 2nd by Kelly Kennedy.*
Discussion: Mr. Whitaker mentioned the financial impact of a contract extension/delayed system implementation and advised that those expenses might be eligible for reimbursement under the CARES Act. Chair Marcoux noted that all state agencies have been asked to track COVID-19 related expenses.

Executive Director Neal is working with the financial office to make sure that tracking is being handled properly.

There was no further discussion and the motion passed unanimously by voice vote.

Outage Notification Rule – Updates from 4/6/20 LCAR Meeting - Executive Director Neal

LCAR met on 4/6/20 and approved the outage notification rule with two objections. Board response to the objections is due by 4/20/20. A copy of the LCAR memo detailing the objections was provided to the members in advance of the meeting and is available from the Board office by request. Executive Director Neal detailed LCAR's objections to the rule and possible responses to those objections. Several members of the public provided comments to the Board prior to the meeting; those comments are available from the Board office by request.

Public Comment – Mr. Gibson spoke to his concerns and possible revisions to the outage notification rule. A copy of his comments was provided to the Board in advance of the meeting and is available from the Board office by request. Mr. Gibson recommended that the Board vote on the objection responses prior to submission to LCAR. Mr. Whitaker suggested that the Board appoint a subcommittee to work on rule revisions. Mr. Whitaker also commented that the Board should detail each data element required in an outage report and determine what information is expected to be public or confidential; public interest should be considered when making that determination. Chair Marcoux asked Mr. Whitaker to submit his comments in detail in writing.

- *Motion: A motion was made for Executive Director Neal and Board staff to move forward with responses to LCAR's objections and to present those responses to the Board for approval (by vote) prior to submission to LCAR. Moved by Chief Locke; 2nd by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.*

VUSF Status

Executive Director Neal provided an overview of possible issues with the VUSF which could impact Enhanced 911 Board funding. Executive Director Neal has had multiple meetings with Finance & Management and the Public Service Department concerning the issues with VUSF funding. The exact impact on E911's budget is not yet known. Chair Marcoux asked Executive Director Neal to keep the Board informed as more information becomes available.

Public Comment – none

New Business – Executive Director Neal informed members that she has been granted hiring authority for additional staff at the E911 office to deal with training & call-taking issues as they pertain to COVID-19 response, if required.

Next Meeting Date & Adjournment

- A special meeting will be scheduled for April 15 or 16, 2020. Board clerk will confirm availability of Board members before scheduling.
- The next quarterly board meeting will take place in July 2020; date and location TBD.

Motion: There being no further business, Jerome Pettinga made a motion to adjourn; 2nd by Chief Locke. There was no discussion and the motion passed unanimously by voice vote. The meeting adjourned at 11:03 AM.

Respectfully submitted:

Soni Johnson

Soni Johnson, Board Clerk

4/14/20

Date